

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

SECRETARY OF THE SENATE
16 OCT 13 PM 2:46

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Jobs for the Future with a grant from the Joyce Foundation

Travel date(s): August 16-19, 2016

Name of accompanying family member (if any): N/A

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input checked="" type="checkbox"/> Actual Amount	\$933.90	\$606.00	\$160.12	N/A

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): Please see Attachment 1.

2016 OCT 16 PM 10:12

10/12/16
(Date)

Lauren Marshall
(Printed name of traveler)

Lauren Marshall
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

10/12/16
(Date)

Mark R Werner
(Signature of Supervising Senator/Officer)

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Lauren Marshall

Name of Traveler: _____

Senator Mark R. Warner

Employing Office/Committee: _____

Private Sponsor(s) (list all): Jobs for the Future with a grant from the Joyce FoundationTravel date(s): August 16-19, 2016*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*Destination(s): Seattle, Washington

Explain how this trip is specifically connected to the traveler's official or representational duties:

The state of Washington and the Seattle region are known for the high quality of their career and technical education, workforce development, and postsecondary education systems. All of the staff invited have primary responsibility over these federal issues in their offices.

Name of accompanying family member (if any): N/ARelationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

7/18/16
 (Date)


 (Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

Senator Mark R. Warner

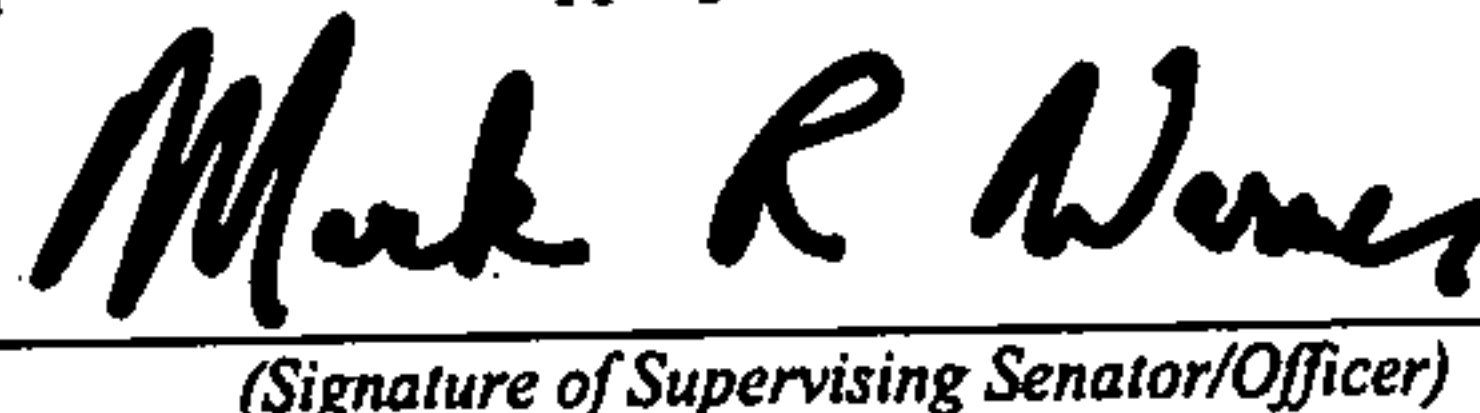
Lauren Marshall

I, _____ hereby authorize _____
 (Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

7/18/16
 (Date)


 (Signature of Supervising Senator/Officer)

Marshall, Lauren (Warner)

From: Mary Clagett <mclagett@jff.org>
Sent: Thursday, July 07, 2016 2:54 PM
To: Marshall, Lauren (Warner); Figueroa, Marvin (Warner)
Cc: Rachel Crew; Taylor Maag
Subject: Seattle Site Visit Invitation: Aug. 16-19

Hi Lauren and Marvin — as you know, JFF sponsors a Congressional Staff Network on Workforce and Postsecondary Issues — and we are planning a site visit in August to Seattle, WA — to look at Washington's innovative workforce and community college systems.

We will be travelling from Tuesday, August 16 through Friday, August 19 — and will see everything ranging from WA's well-known and highly effective I-BEST program (that provides Career Pathways for underprepared adults to postsecondary credential attainment) to its exceptional workforce development and community and technical college systems — examining training programs (including apprenticeships) in Aerospace, IT, Maritime, and Advanced Manufacturing. We will also visit the Boeing company and learn about their critical partnership with the state's community and technical colleges, as well as the Harbor Island Training Center — a "Classroom-In-A-Shipyard" — designed to meet the skill needs for all maritime companies in Puget Sound.

This is a very exciting and content-rich visit. And the policy implications are numerous — from workforce and economic development to adult, postsecondary, and career and technical education.

We really hope that you can come with us! In order for us to develop and get the required Ethics paperwork for you to attend, we will need to hear back from you as soon as possible, but no later than Wednesday of next week, July 13 — that way we can make arrangements for your travel and get the paperwork to you to turn in by July 15 to the Ethics Committee.

We really encourage you to join us on this exciting site visit to Seattle. Please let us know if you can attend.

Mary

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

- Jobs for the Future with a grant from
1. Sponsor(s) of the trip (please list all sponsors):
The Joyce Foundation.
 2. Description of the trip: See Attachment two and three.
 3. Dates of travel: August 16 2016 - August 19, 2016
 4. Place of travel: Seattle, Washington
 5. Name and title of Senate invitees: See Attachment two.
 6. I certify that the trip fits one of the following categories:
☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
~~OR~~
☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (see question 9).
 7. ☒ I certify that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
~~AND~~
☒ I certify that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
 8. I certify that:
☐ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
~~AND~~
☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (see question 9).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

~~OR~~

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (see questions 6 and 10).

~~OR~~

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

N/A

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

See attachment three.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

See attachment three.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

See attachment three.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

See Attachment three.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	\$350.00 - \$1000.00 (Includes all travel, airfare, and ground transportation. See attachment four)	\$806.00 (over three nights. See attachment four)	\$258.00 (will not exceed government per diem. See attachment four)	N/A
<input type="checkbox"/> Actual Amounts				

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

b) The trip involves an events that are arranged or organized specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

See attachment two.

19. Name and location of hotel or other lodging facility:

Best Western, The Executive Inn (Seattle, Washington) 200 Taylor Ave N Seattle, WA 98109

20. Reason(s) for selecting hotel or other lodging facility:

The hotel was chosen due to it's location and fair pricing.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

The lodging and meal expenses align with the federal government travel per diem. See attachment four for more details.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

There will be coach airfare travel only.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

N/A

25. I hereby certify that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor:

Maria Flynn

Name and Title: Maria Flynn, Senior Vice President

Name of Organization: Jobs for the Future

Address: 122 C St NW Washington, D.C.

Telephone Number: 617-728-4446

Fax Number:

E-mail Address: mflynn@jff.org

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**Congressional Staff Site Visit:
August 16-19
Seattle, Washington
Working Agenda**

Tuesday, August 16, 2016

8:00 to 10:43 AM American Flight from DCA to Seattle

11:30 AM **Depart on Bus from Airport to Workforce Development Council (WDC)**
of Seattle-King County
2003 Western Avenue, Suite 250
Seattle, WA 98121

12:30 to 3:30 PM. Meeting/Working Lunch at WDC Offices

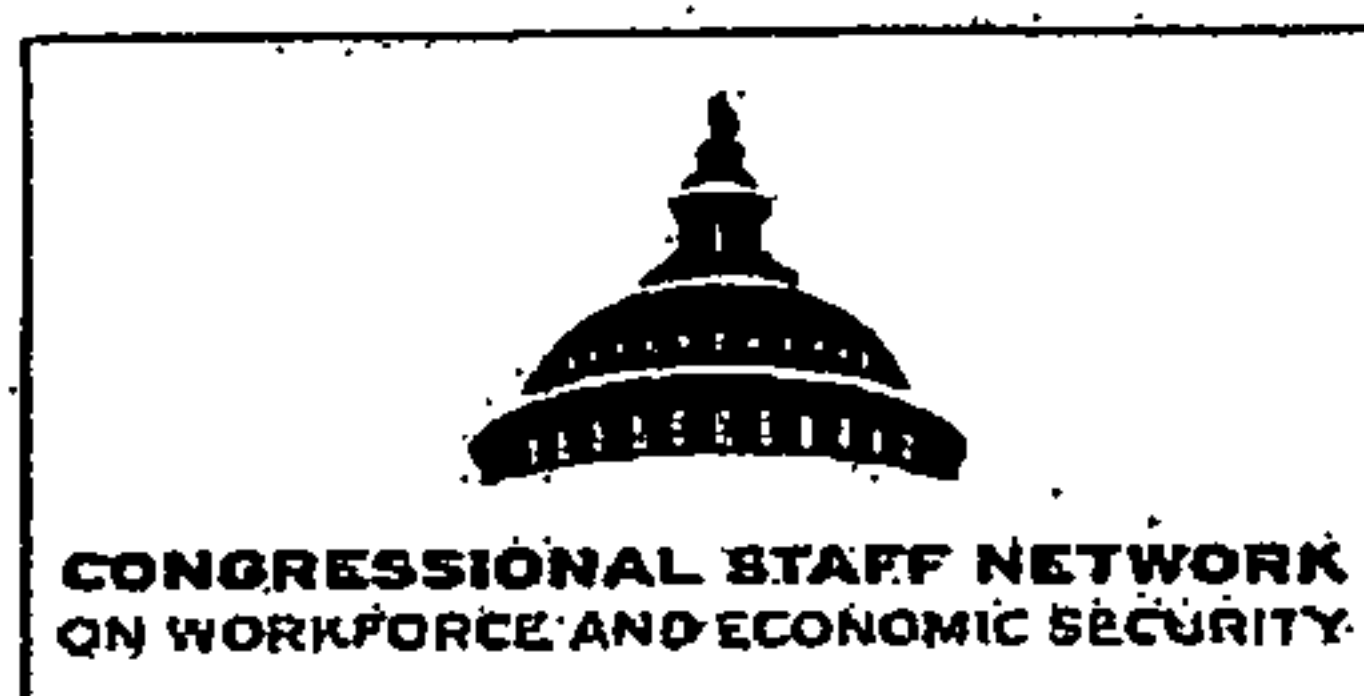
Welcome and Introductions.

Overview of Washington State's and Seattle's Economy, Demographics, and Comprehensive Workforce Development System and Strategies
 — Discussion will include: Washington's/Seattle's Efforts on Sector Strategies, Career Pathways, Partnerships; Strategies for Serving Special Populations, and Reemployment Strategies in Unemployment Insurance

Marlena Sessions, Chief Executive Officer, Workforce Development Council (WDC) of Seattle-King County

**Eleni Papadakis, Executive Director, Workforce Training and Education
coordinating Board, Washington.**

**Dale Pelnecke, Commissioner, Department of Employment Security,
Washington (Invited)**



**Congressional Staff Network for Workforce and Economic Security Issues
Site Visit to Seattle, WA
August 16-18, 2016**

Congressional Staff Participants

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Congressional Research Service (CRS)

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Min Song
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WDC of Seattle-King County

Washington/Seattle Participants

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Project Manager
WDC of Seattle-King County

Eleni Papadakis
Executive Director
Washington Workforce Training and
Education Coordinating Board

Tom Peterson
Chair, WDC of Seattle-King County
Vice President & General Manager

